

EMPLOYEE NOTICE OF DISCIPLINE

Employee Michelle Gunning	Work Location Christopher	Date of Discipline Action Given
Employee ID # 168	Date of Occurrence 09/05/2024	Supervisor Issuing Action

Violations

- | | | |
|---|--|---|
| ☐ Attendance
☐ Unauthorized Absence
☐ Tardiness
☐ Insubordination
☐ Conduct
☐ Endangerment to others | ☐ Vile, Foul or Abusive Language
☐ Safety/Carelessness
☐ Willful Damage to City Property
☐ Harassment
☐ Falsification of Documentation
☒ Other | ☒ Violation of City Policy
(indicate policy) |
|---|--|---|

Violation Statement (attach any supporting documentation)

Date of Violation: 09/05/24

Place of Violation: Christopher

Statement of Violation: Dereliction of duty. Incident summary; On 09/05/2024 at approximately 3:00 PM, officer Michelle Gunning was informed of an officer-related shooting in Buckner, IL, with a deputy requesting immediate backup. Failure to Act: Officer Gunning acknowledge the call but failed to respond to the scene. Policy Violations: Rules of conduct C-5-23 (2.10) (2.70) (see Policy manual).

Signature by Supervisor Issuing Action

Date

Position

Disciplinary Action

- | | | |
|--|---|---|
| ☐ Oral Reprimand
☐ Suspension without pay ____ day's
☐ Recommendation for Termination | ☒ Written Reprimand | ☐ Sent Home w/out Pay
☐ Administrative Leave w/Pay |
|--|---|---|

Corrective Actions to be taken

Correction Actions/Timeframe: _____

☐ I have read this Notice of Discipline and understand it. (Employee needs to sign each page of supporting documentation also to verify they have been made aware of that)

☐ Employee refused to sign this form and all attached documentation.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

The above disciplinary action has been noted and this form will be made part of the above employee's permanent file, as of this date.

Department Head

Date